

Newborn Screening Program

Instructions for Completing Monthly Summary Report

The Heelstick Monthly Summary Report (MSR) has been updated to add data elements that will help birthing facilities and the ISDH Newborn Screening Program provide timely, appropriate follow-up for all children who do not receive a valid initial newborn screen. **Please read the instructions below when completing your Heelstick MSR.**

NOTE: The Heelstick Exception Reporting Form is two (2) pages. Each infant is labeled with an “Infant #.” This will enable you to enter corresponding data on page 2 for a child without re-writing his/her demographic information. You can move between the 2 pages of this form by clicking on the “Page 1” and “Page 2” tabs at the bottom of your Excel screen, or just print off this form from the ISDH Newborn Screening Professionals’ website. **Both pages of this form are required in order for your MSR to be processed!!**

Heelstick MSR Cover Sheet - PAGE 1

Complete all fields on the “Heelstick MSR – Cover Sheet” form. If your facility’s contact information has changed, please check the box to help the ISDH Newborn Screening Program maintain current e-mail and phone distribution lists.

Heelstick Exception Reporting Form – PAGE 2

1. Enter your facility’s name and the month for which you are submitting your MSR at the top of the page.
2. **Infant demographic details**
3. Complete demographic information for the child. **All items marked with an asterisk (*) are required.** These data points are extremely helpful in identifying accurate matches for children and preventing the creation of duplicate records. **Your MSR will not be processed until all required information is complete.**

NOTE: If any required information is missing from your MSR form, a member of the ISDH Newborn Screening Program staff will be calling you to obtain the missing information. If ISDH does not obtain the missing information before your MSR is due, your MSR will be considered late.

4. Transfer details

- a. Enter a transfer option for each child. **You must select a transfer code for every child on your MSR.**

Transfer codes include:

- i. **Not transferred** (code a) – This child was born in your facility and was not transferred to another facility before discharge or before he/she received a valid initial newborn screen.
- ii. **Transferred out of your facility** (code b) – This child was born at your facility, but was transferred to another facility before he/she received a valid initial newborn screen.
- iii. **Transferred into your facility** (code c) – This child was born at another facility, but was transferred to your facility before he/she received a valid initial newborn screen.

If you chose “Transferred out” or “Transferred in,” enter the date the child was transferred in/out of your facility (“Date of transfer”) and the name of the other facility involved in the transfer (“Name of other facility involved in transfer”) box.

5. **Exception details**

- a. Select an exception code for each child. **You must select an exception code for every child on your MSR.** Exception codes include:

i. **Transfer only** (code 1)

This code is for children who were either:

1. Transferred out of your facility before receiving a valid initial newborn screen

OR

2. Transferred into your facility, received a valid initial newborn screen, **AND** do not have any additional exceptions (e.g., not in the NICU, not deceased, no Religious Waiver)

ii. **Finally screened** (code 2)

This code is for children who were:

- Transferred into your facility & received a valid initial newborn screen before you submitted your MSR

OR

- Children who were “holdovers” from the previous month’s MSR and received a valid initial newborn screen during this calendar month.
 - There are three “holdover” exception codes, including the following: “NICU,” “Initial screen next month,” or “Discharged HOME without valid initial newborn screen.”

If you select this option, please enter the date that the child received his/her pulse ox screen in the “Date of transfer/NBS /death/Religious Waiver/discharge” box.

iii. **NICU** (code 3)

This code is for a child who did not receive his/her NBS because he/she is in the NICU. Children with the “NICU” exception code are considered “holdovers” and will need to be updated next month.

iv. **Initial screen next month** (code 4)

This code is for children who were born at the end of a calendar month and were not old enough to receive a valid initial newborn screen before your MSR is submitted. Children with the “Initial screen next month” exception code are considered “holdovers” and will need to be included on your next MSR (typically, these children will be reported as “Finally Screened” exceptions the following month).

v. **Deceased** (code 5)

This child did not receive a valid initial NBS because he/she is deceased.

If you select this option, please enter the child's date of death in the "Date of transfer/NBS/death/Religious Waiver/discharge" box.

vi. **Religious Refusal** (code 6)

Children with this exception code did not receive a valid initial newborn screen because their parents/legal guardians completed & signed a Religious Waiver declining the screen.

If you select this option, please enter the date that the child's parents/legal guardians signed the Religious Waiver in the "Date of transfer/NBS/death/Religious Waiver/discharge" box.

NOTE: Be sure to send a copy of the completed, signed Religious Waiver to the ISDH Newborn Screening Program via fax (317-234-2995) with your completed MSR.

NOTE: Indiana's newborn screening law states that parents/legal guardians may ONLY refuse newborn screening (including heelstick, pulse oximetry, and hearing screening) based on the parents'/legal guardians' religious beliefs. The ISDH Newborn Screening Program has asked all birthing facilities to review the form your facility currently uses if parents refuse newborn screening. If this form does not clearly indicate that the parents/legal guardians are refusing based on their religious beliefs (for example, a generic "Refusal of Newborn Care" form), this form will no longer be accepted by the ISDH Newborn Screening Program.

A copy of the state Religious Waiver form can be found on the ISDH Newborn Screening Professionals' website at <http://www.in.gov/isdh/20381.htm>. Alternatively, your facility may develop its own religious refusal form for newborn screening—but the form must clearly indicate that parents/legal guardians are objecting to part/all of the newborn screening based on their religious beliefs and not for any other reason. If you have any questions about your facility's religious refusal form, please contact Courtney Eddy, INSTEP Director, at CEddy@isdh.IN.gov.

i. **Discharged HOME without valid initial NBS** (code 7)

This exception code is for children who did not receive a valid initial newborn screen before he/she was discharged home. This does NOT include children who are discharged from your facility to be transferred to another birthing facility (e.g., to be transferred to the NICU at a nearby hospital).

If you select this option, please enter the date that the child was discharged in "Date of transfer/NBS /death/Religious Waiver/discharge" box.

NOTE: Any child who is discharged HOME from your facility without receiving a valid initial newborn screen must be immediately reported by phone to ISDH (317-233-1379)!

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Heelstick Exception Reporting Form – PAGE 3

1. Enter your facility's name and the month for which you are submitting your MSR at the top of the page.

2. **Mother's demographic details**

Complete demographic information for the child's biological mother. **All items marked with an asterisk (*) are required.** These data points are extremely helpful in identifying accurate matches for children and preventing the creation of duplicate records. **Your MSR will not be processed until all required information is complete.**

3. **Primary care provider's demographic details**

Complete demographic information for the child's primary care provider. **All items marked with an asterisk (*) are required. Your MSR will not be processed until all required information is complete.**

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NOTE: Each child is labeled on page 1 of the Heelstick Exception Reporting Form with an "Infant #". This will enable you to complete corresponding data on page 2 without re-entering the child's demographic information.

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NOTE: A "Comments" section is included at the bottom of each page of the Heelstick Exception Reporting Form for any notes you would like to include. Please label all comments with the appropriate child's "Infant #".

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NOTE: If any required information is missing from your MSR form, a member of the ISDH Newborn Screening Program staff will be calling you to obtain the missing information. If ISDH does not obtain the missing information before your MSR is due, your MSR will be considered late.

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Completed reports are due to the ISDH Newborn Screening Program by 5 pm EST on the first business day after the 14th of the following month. Most of the time, MSRs will be due by 5 pm EST on the 15th; however, if the 15th falls on a weekend, the MSRs are due by 5 pm EST the following Monday. **Please submit your MSR to:**

Eileen White, RN, BSN

(317) 234 – 2995 (fax) or EWhite1@isdh.IN.gov (Certified/Secure e-mail ONLY)